

DATE: DECEMBER 29, 2011
INS120037
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SAFETY AND LOSS CONTROL MANAGER
EXEMPT POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
EXECUTIVE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****EXEMPT AT WILL*****
UNDER ADMINISTRATIVE DIRECTION SUCCESSFUL
CANDIDATE WILL DESIGN AND IMPLEMENT AN OVERALL
RISK MANAGEMENT PROCESS FOR THE STATE'S WORKERS
COMPENSATION PROGRAM. WILL DESIGN AND IMPLEMENT
FINANCIAL FINDINGS OF THE PROGRAM. DIRECT THE
PROCESS OF IDENTIFYING AND ASSESSING THE RISKS
AFFECTING THE AGENCIES. OVERSEE AND IMPLEMENT
THE PLAN OF RISK CONTROL ACTIONS (E.G. PURCHASE
OF INSURANCE OR OTHER RISK FINANCING OPTIONS,
HEALTH AND SAFETY MEASURES, LIAISON WITH
REGULATORS, BUSINESS CONTINUITY PLANS). MONITOR,
EVALUATE AND CHALLENGE THE ORGANIZATION'S SUCCESS
IN MANAGING ITS RISKS. ORGANIZE APPROPRIATE RISK
REPORTING, INTERNALLY AND EXTERNALLY. MANAGE
RISK TRANSFER PROGRAM. COORDINATE EFFORTS OF
TASK CONTROL SPECIALISTS. MANAGE CLAIMS
ADJUSTMENT PROCESS. COMPOSE CORRESPONDENCE,
POLICIES/PROCEDURES, EXECUTIVE ORDERS, AND
LEGISLATION. FREQUENT TRAVEL IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED
FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW
MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING
ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN OCCUPATIONAL SAFETY
OR OCCUPATIONAL HEALTH, INDUSTRIAL HYGIENE OR
SAFETY AND LOSS CONTROL PROGRAMS, TWO YEARS OF
WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY.
SUBSTITUTION: MASTER'S DEGREE IN SAFETY OR
RELATED FIELDS MAY SUBSTITUTE FOR ONE YEAR OF
THE REQUIRED GENERAL EXPERIENCE.

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SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: JANUARY 09, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120037 ON APPLICATION